



Vehicle Use Policy

1. Transportation

All travel must be by the most economical mode of transportation available considering travel time, costs, and work requirements. The most economical mode of transportation will be determined by completing the Trip Cost Calculatorⁱ. Modes of transportation authorized for official travel include automobiles, trains, airlines, buses, taxicabs, etc.

All travel shall be by the most direct route. Expenses due to deviations for convenience or due to personal travel concurrent with TRS travel shall be paid by the employee. The Illinois Highway Map published by the Secretary of State or by internet-based mapping websites shall determine distances between headquarters and the destination. Where no map mileages are available, odometer readings may be used. In addition, miles driven in and around the city of destination are reimbursable.

Transportation between place of lodging and place of business at a temporary duty station shall be allowed as a transportation expense.

An employee driving a personal vehicle for TRS business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code, 625 ILCS 5/10-101 (b)ⁱⁱ. Prior to operating a TRS vehicle, renting a car for TRS use, or authorizing the use of a personal vehicle, the employee must have on file a current Vehicle Identification and Insurance Verification Laserfiche Form certifying that they are duly licensed and, if planning to operate a personal vehicle for TRS business, carrying at least the minimum insurance coverage required by law. A notation must be made in the comments section of the travel voucher stating that "Insurance Certificate on file". Employees should be aware that their personal insurance coverage may be applicable even while driving on TRS business.

a. TRS Vehicles

Employees may request the use of a TRS vehicle for authorized TRS business travel. The Springfield Building Manager is designated as the Vehicle Use Officer as required by the State Vehicle Use Act, 30 ILCS 617. The Vehicle Use Officer or designee is responsible for assigning and maintaining TRS vehicles. With prior approval from the Vehicle Use Officer or designee, the employee may take a TRS vehicle home the last business day before authorized TRS travel begins if their destination does not route them directly to or through the headquarters. Employees making trips that route directly to or through the headquarters must pick up the TRS vehicle the day travel is to begin. TRS vehicles should be returned to headquarters the day travel concludes unless travel does not route directly to or through the headquarters, in which case staff may take the TRS vehicle home and return it to headquarters the next business day. TRS vehicles may not be used for personal travel before, during, or after the period of authorized TRS business travel. Staff must complete TRS vehicle use and mileage recording logs as directed by the Vehicle Use Officer or designee.

Authorized uses of a TRS vehicle include:

- Travel between places of TRS business, places of temporary lodging, and/or other locations

- necessary to perform TRS business duties;
- Travel to obtain meals within a reasonable distance of the temporary duty station;
 - Travel to/from places to obtain emergency medical assistance or supplies;
 - Transport of:
 - Other TRS or state employees who are on official TRS or state business;
 - Consultants or contractors working on behalf of TRS who are on official TRS business;
 - Other persons as authorized by the TRS Executive Director & Chief Investment Officer;
 - Materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform TRS business.
 - Operation of a TRS vehicle when on a travel-related assignment, including but not limited to pick-up and return of a vehicle and necessary commuting; and
 - Any other use for TRS purposes and in the best interests of TRS as authorized by the TRS Executive Director & Chief Investment Officer.

Unauthorized uses of a TRS vehicle include:

- Transportation for entertainment or leisure, recreation, or vacation purposes unrelated to the performance of TRS business duties;
- Transport of any person for any purpose unrelated to TRS business, including family members unless they are also TRS employees on the same travel;
- Operation of a vehicle beyond the vehicle's rated capability;
- Transport of materials, equipment, supplies, tools, parcels, luggage or other items unrelated to the performance of TRS business;
- Transport of hazardous or dangerous materials such as acids, explosives, weapons, firearms, ammunition, or highly flammable materials unless authorized by the TRS Executive Director & Chief Investment Officer or in an emergency.

Any TRS employee who knowingly uses a TRS vehicle in a manner not in compliance with this policy may be subject to discipline up to and including termination of employment.

Except as provided above, TRS does not allow employees to take home vehicles for commuting, emergency use, or any other purpose.

Expenses Related to TRS Vehicles - Expenses incurred for TRS vehicles such as towing, repairs or gasoline when the state credit card is unavailable or does not operate cannot be reimbursed via the travel voucher. The Comptroller's office requires it to be reimbursed separately via a commercial voucher.

ⁱ [Trip Cost Calculator](#)

ⁱⁱ [Illinois Vehicle Code - Insurance](#)